

~~CIA INTERNAL USE ONLY~~

29 April 1960

MEMORANDUM FOR: CIA Classification Control Officer

SUBJECT : Security Classification and Control Codes to be Used in  
New Intellofax System

1. The Intellofax Task Team of the ADG to which I am detailed as the DD representative has proposed a simplification of security classification and control codes to be punched into the intellofax card.

2. The Team would like your comments and approval on the proposed classification codes and control codes listed below:

Classification Code

1 - Top Secret  
2 - Secret  
3 - Confidential  
4 - Unclassified\*

Control Code

5 - CIA Only  
6 - NoFor  
7 - Official Use Only  
8 - All Others  
9 - None\*

\*For Machine Division assurance that classification and/or control code has not been erroneously omitted by the document analyst.

3. The classification code is to be combined with the control code and will be punched into the IBM card. The above code punches will not necessarily affect the type written entry on the intellofax card. Should we adopt the  proposal of 1st page print, the security classification and controls imposed by the issuing office will appear on the IBM card as on the information report.

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